

Budget Revision Requests

In order to fund as many deserving school districts as possible, the 30 school districts receiving the PMHP grant in 2004-05 were awarded less money than they requested in their proposals. In most cases, the award was just under 80 percent of the amount requested. School districts starting new programs received a larger share to help defray one-time costs (in particular, stocking a play room).

As reflected by the ED 114 form that accompanied the grant award notification letter to your superintendent, your district's budget was reduced by the SDE Program Manager according to the following approximate guidelines:

1. Personnel costs were given highest priority;
2. Remaining funds, if any, were distributed among those lines deemed allowable;
3. If there were no remaining funds after personnel costs, each allowable activity was set at \$10 to indicate that it is an acceptable budget line that can be upwardly revised;
4. Amounts for non-allowable activities were set at "0".

Please note that you are free to request a budget revision, as long as the total remains the same and money is only transferred among those lines that have been approved. The process is relatively easy:

- Mark proposed budget revisions on a copy of your district's approved ED 114
- For each line that has been revised, provide a brief explanation of the reason on a separate page entitled "Budget Explanation"
- If personnel lines (i.e., CA salary and/or benefits) are revised, use Appendix E from the RFP to show changes in hours or pay rate. (The RFP can be found at: <http://www.state.ct.us/sde/deps/rfp/MentalHealthRFP05.pdf>.)

Mail or fax your budget revision request to Bob Lichtenstein, Project Manager at:

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25 Industrial Park Rd.
Middletown, CT 06457
(860) 807-2127 (fax)

Please direct any questions to me at bob.lichtenstein@po.state.ct.us or (860) 807-2042.